

Preliminary Review Request

Staff will assign **FILE #**

Please submit this application in person at the planning counter in the Permit Center on the 1st floor of City Hall. Hours are posted at www.sanjoseca.gov/permitcenter. For assistance, call 408-535-3555.

Use this form to apply for a Preliminary Review Request. Detailed and specific information will help staff better understand your project information needs, and expedite the review. Please complete sections 1, 2, 3, and 4, and any other sections specific to your request, and indicate N/A for those items not applicable. See pages 4 and 5 for additional information on the Preliminary Review Request Process.

FOR CITY USE ONLY			
PROJECT ADDRESS/LOCATION/APN			SUBMITTAL DATE:
ZONING	GENERAL PLAN DESIGNATION	COUNCIL DISTRICT	AMOUNT:
			BY:

Please use INK and PRINT clearly OR use a computer to complete the fillable form found at www.sanjoseca.gov/planning.

1. PRELIMINARY REVIEW TYPE (see page 4 to see a list of typical projects for each Preliminary Review Type)

Preliminary Review Type Check one	Description	Processing Time	Base Fee	Optional Departmental Review and Services Available for Any Preliminary Review
<input type="checkbox"/> Focused Review for a single-family house (Planning only)	Includes staff analysis and written response.	Approximately 30 calendar days from submittal	\$209.00	Public Works Review: <input type="checkbox"/> Focused Review: \$892.00 <i>Does not include Public Works memo, but does include Public Works meeting with applicant.</i> <input type="checkbox"/> Enhanced Review: \$1,339.00 <i>Includes Public Works memo and meeting with applicant.</i>
<input type="checkbox"/> Focused Review for all other projects with no site and architectural plan review (Planning only)	Includes staff analysis and written response.	Approximately 30 calendar days from submittal	\$628.00	<input type="checkbox"/> Fire Review Fee: \$230.00 <input type="checkbox"/> Building Review Fee: \$246.00 <input type="checkbox"/> Meeting with Planning: \$209.00
<input type="checkbox"/> Enhanced Review for site and architectural plan review (Planning only)	Includes site and architectural plan review, staff analysis, and written response.	Approximately 45 calendar days from submittal	\$837.00	<input type="checkbox"/> Environmental Technical Report Review by Planning (per report): \$418.00 <input type="checkbox"/> Environmental Clearance Scoping/Review: \$628.00 <input type="checkbox"/> Inter-Departmental Meeting (PBCE): \$523.00 <input type="checkbox"/> Urban Design Review: \$1500 (<i>initial deposit</i>)

2. CONTACT INFORMATION

NAME:		
MAILING ADDRESS:	CITY:	ZIP:
PHONE #:	EMAIL:	

3. GENERAL PROJECT INFORMATION

<u>ASSESSOR'S PARCEL NUMBER:</u>	PARCEL SIZE:
EXISTING USE:	
PROJECT ADDRESS:	
PROJECT LOCATION IF NO ADDRESS:	

continued>

3. GENERAL PROJECT INFORMATION (continued)

PROPOSED USE (Check all that apply):

- SINGLE-FAMILY
- TWO-FAMILY
- MIXED-USE (specify): _____
- MULTIFAMILY (specify): _____
- COMMERCIAL (specify): _____
- INDUSTRIAL (specify): _____
- OTHER: _____

PRELIMINARY REVIEW STATEMENT - Please tell us what information you want and include any specific questions, issues, or items for which you need clarification (attach additional sheets if necessary).

List of agreements, easements, and conditions attached to this site.

Does the project involve HUD federal funding/assistance? YES NO

Is there an active code enforcement case at this property? YES NO
If Yes, attach a copy of the compliance order.

4. PRELIMINARY REVIEW QUESTIONS (must complete this section for all Preliminary Review Types)

A. PLANNING (Land Use/Development Permit Information)	
i. Does the project involve the erection of new signage, relocation of existing signs, billboards, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii. Does the project involve the removal and/or relocation of trees larger than 56 inches in circumference measured two feet above grade?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iii. Does the site have any structures over forty-five (45) years old?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iv. Could the site and existing structures be historically significant for any reason? If Yes, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO
v. Is the site located in an area of sensitive biological resources, such as wildlife and wetlands, riparian corridors, flat grassland, serpentine soils, etc.? If Yes, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO
vi. Will the project generate more than 10,000 square feet of impervious surface (roofs, paving, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
vii. Will the project involve activities after between 12:00 midnight and 6:00 a.m.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
viii. Will the project involve sale of alcoholic beverages?	<input type="checkbox"/> YES <input type="checkbox"/> NO

continued>

5. ENHANCED REVIEW QUESTIONS (complete this section only if you have selected Enhanced Review)

A. PUBLIC WORKS (Engineering Development Services Information)	
If Public Works review is selected, please list any specific questions below (e.g., street improvements, undergrounding, sewer, etc.):	
If questions do not fit in the provided space, please provide a separate attachment with specific questions for Public Works.	

D. BUILDING & FIRE REVIEW INFORMATION	
i. Does the project include new construction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please indicate the size (floor area and/or number of units):	
ii. Height/Number of Building Stories:	
iii. Proposed Type of Construction:	
iv. Proposed Occupancy Classification:	
v. Provide a scope of work:	

PRELIMINARY REVIEW INFORMATION AND PLAN SUBMITTAL REQUIREMENTS

WHAT IS PRELIMINARY REVIEW?

Preliminary Review is a voluntary, fee-based service that provides applicants with information regarding the City’s codes, policies, and development review processes as they relate to the prospective project. However, all [Signature Projects](#) are required to submit for a Preliminary Review prior to submittal of a formal application. It is intended to be a timesaving process by providing necessary information and initial feedback on potential projects prior to submittal of a formal application. **A Preliminary Review does not indicate approval.** Generally, the depth and completeness of staff responses to your specific questions greatly depends on the amount, depth, and accuracy of the information you provide with your request.

FOR HOW LONG ARE PRELIMINARY REVIEW RESPONSES VALID?

Feedback provided in the responses to Preliminary Review Requests are generally valid for six months. After six months, the responses are deemed expired and a new Preliminary Review Request must be submitted to assess the project’s initial conformance to City regulations. A different response may result from a formal application, changes in City Council development policies, changes in the operational conditions of surrounding streets, or new information from environmental studies. Therefore, it is important that prospective applicants file formal applications as soon as Preliminary Review is completed.

IS PRELIMINARY REVIEW A DEVELOPMENT APPLICATION?

No. Your submittal for Preliminary Review does not constitute a formal development application with the City. Only after you have submitted a complete development application, including environmental clearance and paid the appropriate filing fees, will your project be considered a formal application and officially “on file” with the City.

COMMON TYPES OF PRELIMINARY REVIEW REQUESTS

	Focused Review for Existing Single-Family House	Focused Review for All Other Projects	Enhanced Review
Types of Projects	<ul style="list-style-type: none"> Single-Family Santa Clara County Contiguity Annexation Referral Additions to existing single-family homes within the City 	<ul style="list-style-type: none"> General Plan and Zoning Changes Multifamily and Nonresidential projects or additions within the County (Santa Clara County Contiguity Annexation Referral) Changes of Use Residential Subdivisions (up to 4 lots) Alcohol Sales Zoning Code Clarifications 	<ul style="list-style-type: none"> Urban Village Redevelopment Drive-Through Uses New Downtown development Residential Subdivisions (5+ lots) Wireless Telecommunications Proposal Review Urban Design Review

REQUIRED PLAN SUBMITTALS

Required Documents	Focused Review for Existing Single-Family House	Focused Review for All Other Projects	Enhanced Review
# of Plan Sets	<ul style="list-style-type: none"> Two Sets Additional set for each selected department review 	<ul style="list-style-type: none"> Two Sets of floor plans (required for change of use) Additional set for each selected department review 	<ul style="list-style-type: none"> Two Sets Additional set for each selected department review
Plans	<ul style="list-style-type: none"> Preliminary Site Plan Tract Map (if available, see link) Photographs 	<ul style="list-style-type: none"> Preliminary Site Plan Tract Map (if available, see link) Photographs 	<ul style="list-style-type: none"> Site Plan Building Elevations Floor Plans Tract Map (if available, see link) Photographs

Tract Map. A map that subdivides a lot or lots into a cumulative of five lots or units, or more. Maps may be printed from <http://www.sanjoseca.gov/index.aspx?nid=5207>.

Preliminary Site Plan. A site plan of the subject site with graphic scale and North arrow; property lines; existing onsite and surrounding uses; proposed uses of the site; building footprint and setbacks dimensioned; street adjoining the site; parking and circulation aisles, driveways; and parking stalls; proposed grading and topographic map, if necessary, for hillside development; landscape areas: size, species, location and disposition of existing trees.

Conceptual Building Elevations. Plans including dimensioned elevations of all exterior walls (Photographs may be substituted for existing elevations to remain unchanged); type of roof, wall and trim materials, colors, and textures; attached and detached sign details, designs, and locations; changes or additions to existing buildings or materials clearly identified.

Conceptual Floor Plans. Plans for each floor level indicating exterior dimensions; total square footage; and locations of windows and doors.

Photographs. Photographs of relevant project site areas which are not easily visible from the street.